



Pershing Middle School
Parent Teacher Organization - PTO
3838 Blue Bonnet, Houston, TX 77025
www.pershingpto.org

Event Planning Guidelines

The Pershing PTO coordinates several events for students and their families during the academic year. In order to be sure that these events run as smoothly as possible, events are typically scheduled several weeks in advance. In consideration of the PTO budget, some events are scheduled on the PTO and school calendars prior to the start of the school year in which that event will take place (e.g., 6th grade welcome events and 8th grade graduation activities).

Pershing Middle School parents and staff are welcome to submit proposals for student and / or family events. The Pershing PTO has provided a list of guidelines that must be followed in organizing an activity.

General Guidelines

Planned events should be for the enjoyment and benefit of Pershing Middle School students. These events are not to be used for personal or business profit or gain. Any money that is raised should be directed to the Pershing PTO. The PTO will transfer funds to a previously-determined account. For example, proceeds from a 6th grade social event would be deposited in the 6th grade account.

The event coordinator(s) should be a member of the Pershing PTO. Because of space limitations, events should be specific to one grade level. The event coordinator(s) should contact the appropriate Pershing PTO grade-level representative, as well as the PTO President, for assistance and guidance.

The PTO will not release family contact data to event coordinator(s), but will distribute information for events through email (weekly Panda Post) and the Pershing PTO website. Event information may also be announced at monthly PTO meetings.

Events on school property are subject to facility availability. All events must have parent chaperones, as well as supervision by one or more Pershing staff. An HISD school officer must also be present for the duration of the event (current rate is \$35 / hour). Custodial staff support should also be arranged and staff should be appropriately compensated (tipped) by the event coordinator.

All parents present during the event must be VIPS approved.

Entertainment: all entertainment providers (DJs, for example) must be approved by the Pershing Middle School Principal.

All events should be promoted with clear start / end times. Student supervision will not be available prior to the start time or after the event ends.

Student Participation

Events are only open to current students of Pershing Middle School. Students must present their Pershing student identification badge for entry to the event.

Students must be in good-standing to attend extra-curricular events. Pershing administration will determine LiveSchool criteria standards to attend. Only those students meeting criteria will be allowed to participate / purchase admission for events.

If tickets are to be sold or an admission fee paid, the event coordinator(s) will be in charge of this process. It is recommended that coordinators allow for tickets / admission to be sold for 5 lunch periods prior to the date of the event. Currently, lunch periods are 11:25 - 1:25 pm, daily. Student eligibility to attend must be verified at the time of ticket sale / admission payment. A list of eligible students will be provided by Pershing administration.

Dress code: appropriate attire is required at all Pershing events.